



UNCLASSIFIED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

23 March 1948


STATINTL

SUBJECT: Concurrences

1. Assistant Directors and Staff Chiefs are responsible for coordination with all other interested offices and staff sections concerning proposed actions and papers originating within their activities and which affect in any way the responsibilities of other offices or staff sections.
2. No action will be recommended in writing to the Executive Director, Deputy Director or Director, without the inclusion on the record copy of such recommendation of the written concurrence or non-concurrence of each other interested office or staff section. Non-concurrences will include a brief statement of the reasons. All papers, including letters, prepared by offices and staff sections for the signature of one of the officials referred to above will be considered as recommendations for the purpose of this instruction.
3. Actions recommended as a result of conferences of Assistant Directors and/or Staff Chiefs or their representatives will bear the written signatures of each of the Assistant Directors and/or Staff Chiefs who are present or represented.
4. Concurrences or statements of non-concurrences will be expedited by each individual concerned. If undue delays occur, the originating office may submit recommendations with statement that an attempt to obtain concurrence or other comment has been unsuccessful, and indicating the period of delay incurred prior to submission.
5. These instructions do not affect actions taken by CIA officials to whom authority has been delegated by the Director to take final action in matters clearly covered by established CIA policies.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

  
Executive for  
Administration and Management

DISTRIBUTION: A  
(5569)

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UNCLASSIFIED		RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
ER-8570				
TO		INITIALS	DATE	
1	Executive Director	J	22 Mar.	
2	Deputy Director		23 Mar.	
3	Exec for A & M			
4				
5				
FROM		INITIALS	DATE	
1	Exec for A & M	WJ	19 Mar.	
2				
3				
<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE				
REMARKS: Attached draft prepared to replace previous instructions on this subject which were rescinded by HQ. Deputy Director gave general verbal instructions in Staff Conference held on 16 Mar. WJ				
SECRET    CONFIDENTIAL    RESTRICTED <u>UNCLASSIFIED</u>				

STATINTL

FORM NO. 30-4  
SEP 1947

STATINTL

DRAFT - [REDACTED] 19 Mar 48

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.ADMINISTRATIVE INSTRUCTION  
[REDACTED]

Date ---

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